ABSTRACT OF THE DISCLOSURE

A plurality of query criteria for querying an employee database is defined. The employee database is queried by applying respective ones of the query criteria to respective ones of a plurality of employees. A plurality of folders is provided that
5   respectively correspond to respective ones of the plurality of query criteria. A plurality of workbooks is created that contain the results from querying the employee database for respective ones of the plurality of folders. Respective ones of the plurality of workbooks are associated with respective ones of the plurality of employees that have results for respective ones of the plurality of query criteria..
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